



CITY CREEDMOOR REQUEST FOR LETTERS OF INTEREST

**THE CITY OF CREEDMOOR DESIRES TO ENGAGE QUALIFIED PRIVATE ENGINEERING FIRMS (PEF) TO
PROVIDE PLANNING AND DESIGN SERVICES FOR
MULTIPLE (3) MULTI-USE TRAIL AND SIDEWALK PROJECTS WITHIN THE CITY**

The primary and/or subconsultant firm(s) shall be pre-qualified by NCDOT to perform design and engineering services, permitting oversight, and construction document development. The required work codes are:

- A. 00269 Urban Roadway Design**
- B. 00433 Hydraulic Design Tier I**
- C. 00199 Route Location and Surveys**
- D. 00070 Erosion and Sediment Control**
- E. 00287 Wetland, Stream, and Buffer Permitting**
- F. 00032 Categorical Exclusions**
- G. 00247 Traffic Control Plans**
- H. 00270 Utility Coordination**
- I. 00171 Public Involvement**
- J. 00192 Right of Way Appraisals**
- K. 00194 Right of Way Negotiators**
- L. 00316 Multi-Use Trail Design /Layout**
- M. 00294 Geotechnical Engineering Services**
- N. 00207 Signal Design**

The selected firm will report directly to the city. The selected firm is to administer the contract and to ensure that all work is performed in accordance with the contract requirements. The PEF will be responsible for providing engineers and technicians with the appropriate skills and qualifications to ensure contract compliance. The PEF will be directly responsible for oversight of the project for the city. The PEF shall indemnify and save harmless the city for claims and liabilities resulting from negligence, errors or omissions of the PEF; including, but not limited to, the engineers, technicians or subconsultants.

Any firm wishing to be considered must be properly registered with the Office of the Secretary of State and with the North Carolina Board of Registration for Professional Engineers and Land Surveyors. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the NC Board of Registration for Professional Engineers and Land Surveyors. The Engineers performing the work and in responsible charge of the work must be registered Professional Engineers in the State of North Carolina and must have a good ethical and professional standing. It will be the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a Letter of Interest. The firm must have the financial ability to undertake the work and assume the liability. The selected firm will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000. The firm must have an adequate accounting system to identify costs chargeable to the project.

The proposed method of payment for this contract is lump sum.

The purpose of this Letter of Interest is to select a consultant to review work completed to date, provide a limited view of any additional alternatives and complete design, bid documents and permitting oversight. All work shall be in compliance with NCDOT's federally funded municipally managed process according to the "Local Programs Management Handbook".

SCOPE OF PROJECT

The City of Creedmoor is excited to provide a growing network of transportation alternatives that will help reduce traffic volumes on NC 56, contribute to improved air quality in and around our City, and build on the success of our recent project to add sidewalk sections in our downtown area.

The PEF chosen for the project will administer three **(3) projects** funded through state and federal transportation programs: two projects are CMAQ (Congestion Mitigation & Air Quality) funded, and one project is funded through the STIP (State Transportation Improvement Program), both of which are administered through NCDOT. ***While these projects will all fall under the scope of one contract, the documentation and process for each must be managed separately.***

1. *Cross City Trail Phase 2 (C-5166A):*

The Cross City Trail Phase 2 project will provide for the addition of approximately 1.3 miles of additional trail section along NC 56 east of downtown Creedmoor and would provide a critical link to the eastern areas of our City where we have a strong residential population base. The proposed alignment also would provide continued connectivity through our recently completed Cross City Trail Phase 1 that will connect users into the downtown area.

2. *Cross City Trail Phase 3 (C-5166B):*

The Cross City Trail Phase 3 project will provide for the addition of approximately 1.2 miles of additional trail section within Creedmoor and would provide a critical link between the recreational area at Lake Rogers, along NC 56, and into the downtown area. The proposed alignment also would provide continued connectivity through our recently completed Cross City Trail Phase 1 that will provide a connection towards the east side of downtown.

3. *US 15 Sidewalk (EB-5513):*

The US 15 sidewalk project will provide for the addition of approximately 0.7 miles of sidewalk within Creedmoor along US 15 from Hillsboro Street (SR 1110) to Lake Road (NC 56). The proposed alignment would connect older established residential neighborhoods with the main spine of the greenway corridor and the downtown area.

The Engineering firm shall provide engineering, design, and technical services associated with the following project elements:

- Existing condition survey and documentation
- Design criteria
- Environmental review and documentation including meetings with NCDOT and other regulatory agencies
- Utility evaluation
- Public Involvement - public meetings with the city to present the project and presentation of the preferred alternative
- Alternative analysis with selection of preferred alternative from all alternatives considered

- Preliminary Design Plans
- Engineer's Estimate of Cost Preliminary Design - submission of Preliminary Design plans, hydrological and hydraulic data, Engineer's Estimate and other pertinent data as required to NCDOT for review and approval.
- Final Design – submission of Final Design Plans, Right of Way (ROW) negotiations and acquisitions, contract documentation and specifications for bidding, and Engineer's Estimate.
- Permitting—coordination with City staff, NCDOT, NCDENR (if required), etc.
- Bid Document Development and Bid Services

SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION

The Department encourages the use of Small Professional Services Firms (SPSF). Small businesses determined to be eligible for participation in the SPSF program are those meeting size standards defined by Small Business Administration (SBA) regulations, 13 CFR Part 121 in Sector 54 under the North American Industrial Classification System (NAICS). The SPSF program is a race, ethnicity, and gender neutral program designed to increase the availability of contracting opportunities for small businesses on federal, state or locally funded contracts. SPSF participation is not contingent upon the funding source.

The Firm, at the time the Letter of Interest is submitted, shall submit a listing of all known SPSF firms that will participate in the performance of the identified work. The participation shall be submitted on the Department's Subconsultant Form RS 2. RS-2 forms may be accessed on the website at <https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>.

The SPSF must be prequalified with the Department to perform the work for which they are listed.

Real-time information about firms doing business with the Department and firms that are SPSF certified through the Contractual Services Unit is available in the Directory of Transportation Firms. The Directory can be accessed by the link on the Department's homepage or by entering <https://apps.dot.state.nc.us/vendor/directory/> in the address bar of your web browser.

The listing of an individual firm in the Department's directory shall not be construed as an endorsement of the firm.

PREQUALIFICATION

The Department maintains on file the qualifications and key personnel for each approved discipline, as well as any required samples of work. Each year on the anniversary date of the company, the firm shall renew their prequalified disciplines. If your firm has not renewed its application as required by your anniversary date or if your firm is not currently prequalified, please submit an application to the Department prior to submittal of your letter of interest. An application may be accessed at <https://apps03.dot.state.nc.us/vendor/prequal>. Having this data on file with the Department eliminates the need to resubmit this data with each letter of interest.

Even though specific DBE/MBE/WBE goals are not required for this project, the Department of Transportation is committed to providing opportunity for small and disadvantaged businesses to perform on its contracts through established Department goals. The Firm,

subconsultant and subfirm shall not discriminate on the basis of race, religion, color, national origin, age, disability or sex in the performance of this contract.

EVALUATION

Firms submitting LOIs to perform the design and engineering services, permitting oversight and construction document development on this specific project will be evaluated based upon certain considerations. The following considerations, with the weighted importance, will be utilized to select a minimum of three firms from those submitting an LOI:

1. Firm's experience, knowledge, familiarity and past performance with design and engineering of sidewalk and greenway projects – 30%
2. The experience of the firm's proposed staff to perform the type of work required – 30%
3. Firm's understanding of the project specific issues and their responsibility in delivering services for the advertised project – 40%

North Carolina firms qualified to do the required work will be given priority consideration. A North Carolina firm is a firm that maintains an office in North Carolina staffed with an adequate number of employees judged by the Department to be capable of performing a majority of the work required.

After reviewing qualifications, if firms are equal on the evaluation review, then those qualified firms with proposed SPSF participation will be given priority consideration.

FORMAT FOR SUBMISSION OF THE LETTER OF INTEREST

All letters of interest are limited to 17 pages (RS-2 forms are not included in the page count) inclusive of the cover sheet, and shall be typed on 8 1/2" x 11" sheets, single-spaced, one-sided. Fold out pages are not allowed. In order to reduce costs and to facilitate recycling; binders, dividers, tabs, etc. are prohibited. One staple in the upper left-hand corner is preferred. ***Letters of interest containing more than 17 pages will not be considered.***

SECTION I - COVER/INTRODUCTORY LETTER

The introductory letter should be addressed to Scottie K. Cornett, Programs Director for the City of Creedmoor. Said letter is limited to 2 pages and should contain the following elements of information:

- Expression of firm's interest in the work;
- Statement of whether firm is on register or submitting information with letter of interest;
- Date of most recent private engineering firm qualification;
- Statement regarding firms' possible conflict(s) of interest for the work; and
- Summation of information contained in the letter of interest.

SECTION II - EVALUATION FACTORS

This section is limited to 9 pages and should contain information regarding evaluation and other factors listed in the advertisement such as:

- A brief synopsis of the firm's previous Sidewalk/Greenway Design and Engineering Services experience that is focused to the type of project advertised for services [performed within last three (3) years];
- The number of employees within the firm;
- A brief description of the firm's approach to performing Sidewalk/Greenway Design and Engineering Services for this work, including the firm's understanding of their responsibility with regard to safety, contract administration, environmental responsibility, claims, and project delivery;
- The proposed personnel to be assigned to the work by discipline, their availability date on the project.
- Identify project personnel/subconsultants' qualifications and experience as related to this work;
- Unique qualifications of key team members; and
- Any innovative approaches to be used.
- Previous experience *specifically* with Federally funded projects

SECTION III - SUPPORTIVE INFORMATION

This section is limited to 6 pages and should contain the following information:

- Capacity Chart/Graph (available work force);
- Organizational chart indicating personnel to be assigned by discipline;
- The resumes of key personnel – Engineers, Transportation Technician III and IV levels only – that are proposed to be assigned to the work;
- Names, classifications, and location(s) of the firms' North Carolina employees and resources to be assigned to the advertised work; and
- Other information.

APPENDICES -- CONSULTANT CERTIFICATION FORM RS-2

Completed Form RS-2 forms **SHALL** be submitted with the firm's letter of interest.

This section is limited to the number of pages required to provide the requested information.

Submit Form RS-2 forms for the following:

- Prime Consultant firm (Prime Consultant Form RS-2 Rev 1/14/08), and;
- ANY/ALL subconsultant firms (Subconsultant Form RS-2 Rev 1/15/08) to be or anticipated to be utilized by your firm.

Complete and **sign** each Form RS-2 (instructions are listed on the form)

In the event the firm has no subconsultant, it is required that this be indicated on the Subconsultant Form RS-2 by entering the word "None" or the number "ZERO" and *signing* the form.

The required forms are available at: <https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>.

SELECTION PROCESS

The selection of a private engineering firm to provide design and engineering services, permitting oversight, and construction document development on this specific project will be handled in accordance with the following process:

1. Submission by the private engineering firm of a Letter of Interest (LOI).
2. City will short list private engineering firms to a minimum of three firms.
3. Pre-interview meeting and oral interview *at the option* of the City.
4. City will select a private engineering firm to provide design and engineering services, permitting oversight, and construction document development.

SUBMISSION OF LETTER OF INTEREST

Private engineering firms are invited to have letters of interest for furnishing Sidewalk/Greenway Design and Engineering Services to the City by **4:00 p.m. on June 27, 2013**. Letters of interest received after this deadline will not be considered. **Firms are asked to submit 3 hard copies (stapled at the top left position) and 1 electronic copy.**

Firms submitting letters of interest are encouraged to carefully check them for conformance to the requirements stated above. If Letters of Interest (LOIs) do not meet ALL of these requirements, or to any address other than shown below they will be disqualified. No exception will be granted.

Proposals should be clearly marked as "Cross City Trail Projects" and may be mailed or delivered to:

Attn: Scottie K. Cornett, City of Creedmoor, P.O. Box 765, 111 Masonic Street, Creedmoor, NC 27522

Any questions concerning the advertisement should be directed to Scottie K. Cornett, Programs Director, City of Creedmoor at scornett@cityofcreedmoor.org or by telephone at 919-765-1006.

Statements shall be irrevocable for a period of ninety (90) calendar days following the date received. The City's Board's judgment shall be final and the right is reserved to reject any and all statements.

PROPOSED SCHEDULE

Advertise Request for Letters of Interest - -	June 10, 2013
Letter of Interest Due - -	June 27, 2013 – 4:00 P.M.
Council Award of Contract - -	August 27, 2013
Notice to Proceed to Consultant - -	September 24, 2013

NOTIFICATION

The short-listed firms will be notified by July 9, 2013. (Notification will not be sent to firms not be short-listed.)

In the event the City elects to hold Oral Interviews, interviews will be held July 15, 2013.

The firm selected will be notified by July 19, 2013. (Notification will not be sent to firms not selected.)

Dates are subject to change if no interviews are held.

The city reserves the right to reject any and all Letters of Interest.

City of Creedmoor, NC
C-5166A, C-5166B, EB 5513
Sidewalk/Greenway Projects

Legend

- EB 5513 - upcoming
- C-5144 - almost complete
- C-5166 A - upcoming
- C-5166 B - upcoming
- Street Centerlines
- Parcel Lines

Annexation Parcels

Type

- Primary Corporate Limits
- City Limit Satellite

City of Creedmoor, NC
Planning Department
111 Masonic Street
Creedmoor, NC 27522
(919) 528-3332

January 7, 2011

0 400 800 1,600 2,400 3,200

Length	6,350
Road Crossings	4
Stream Crossings	2

7

Length (ft)	6,300
Road Crossings	4
Stream Crossings	2

Legend

- NC 50 West
- Road Crossings
- Stream Crossings
- Green Town Trail (Proposed)
- Streams
- Flood Hazard Area

NC 56 West – From CVS on Main Street to Lake Rogers Park on Lake Road.

The map displays the proposed bus rapid transit alignment for Hillsborough Street. The alignment is shown as a thick blue line that follows Hillsborough Street from the intersection with Sunset St to the intersection with Main St. The map includes labels for various streets such as Sunset St, Main St, Park Ave, and several residential streets like Ward St, Elm St, and Oak St. The alignment is shown as a straight line along Hillsborough Street, with a slight curve at the intersection with Main St.

US 15 – From Hillsboro
Street to Lake Road